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*ODP Gen.*

ODP-81-1547  
25 November 1981

MEMORANDUM FOR: See Distribution

FROM:   
Policy and Plans Group,  
Management Staff, ODP

SUBJECT: ADP Procurement Seminar

1. ODP will sponsor a two-day ADP seminar for Agency staff employees on procurement of ADP equipment and services. A proposed agenda for the two day session is attached. The seminar will be conducted  and will be held at  from 0900 to 1600, on 19 and 20 January 1982 (see attached map).

2. By COB 11 December 1981, please send me the names, of staff employees from your component, in priority order, who are interested in attending the seminar, together with their Form 73, Request for Internal Training. No Agency transportation is planned. If any attendees are interested in carpooling, please submit the area where they live. We will contact those from the same area and provide a list of potential carpool members.

3. Class size is limited to approximately 30 people. Class positions not filled by ODP will be made available to other Agency components. Seminar participants will be notified by 4 January 1982. If you have any questions regarding the seminar please contact me on

Attachment: a/s

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